STEM SCHOOL HIGHLANDS RANCH

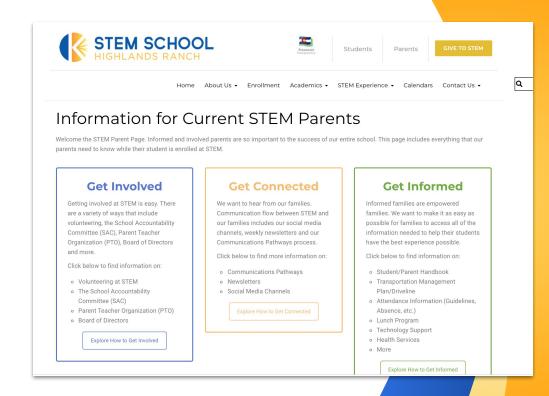*Never Stop Innovating*

Back-to-School Parent Info Session

Topic: Getting Informed

Parent Website

Your Hub for Parent News, Procedures and Policies

stemk12.org/parents

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Express Check-In Update

- Express Check-in will remain open until August 6 and ALL families must complete
  - It will reopen only to new families who are enrolling in STEM after August 8.
- Visit the Express Check-In page on our website to access the important resources that you might need.
- All families should set up their Infinite Campus accounts or verify their information.
  - Need help logging in? Complete the Express Check-In Help Form on the website.

Attendance

- ◦ If your student is ill or late, please call the attendance line **(303) 683-7836 by 8 a.m.** stating a clear reason why they are missing school or if they will be late.
- ◦ Secondary: If your student is late, (after 7:50 a.m.) they must check-in at the front office prior to going to class; Secondary students will need either a note from their parents, doctor office, etc., or a phone call from the parent.
- ◦ Elementary: students MUST be signed in by a parent after 7:45 a.m.
- ◦ The attendance dialer will inform parents if a student is absent or tardy.

Attendance

Attendance Correction Form

- ◦ Editable PDF that you can fill out, save and attach to an email to your student's teacher who marked them absent.
- ◦ The teacher will then complete the bottom portion of the form and submit it to the appropriate front office for processing.

Attendance

Truancy

- ◦ Parents will get a phone call from the Building Director if there are three or more unexcused absences.
- ◦ If absence are at or over 10% of the semester, parents will get a letter.
- ◦ Attendance is crucial to each student's success

Attendance

Extended Absence Form

- In the case that your student will not be at school for a prolonged period of time for travel, medical, etc ... it is crucial that plans be made ahead of time to help students maintain success here at STEM.
- If students are gone for 10 consecutive days, they are at risk of being unenrolled at the school. The student's spot at the school cannot be guaranteed after an extended absence encompassing the months of May through September. You will continue to receive school truancy communication.

Attendance

Extended Absence Form Process

- ◦ Contact administration with the dates of the absence
- ◦ Set up a conference or email the teacher(s) to develop a plan
- ◦ Make teacher aware of internet accessibility or other potential challenges
  - ◦ Provide a physician's note (medical) to administration

Attendance

Early Dismissal

- A student will be excused to leave class with an Early Leave Pass from the office. The student may exchange a note from the parent for the pass at the office.
  - A phone call to the office will be needed for younger Elementary School students.

The course of action that will cause the least amount of disruption to the classroom is to:

- Pick your student up during passing period
- Send a note in with your student to receive an Early Dismissal Pass (students will be able to show this to their teacher before class begins, and leave at the appropriate time).
- Please refrain from all early picks ups after 2 p.m. This impacts their instructional day and also impacts our driveline.

Attendance

A student should not come to school/will be sent home if they exhibit any of the following:

- Skin eruptions/rashes
- Nausea / vomiting / diarrhea
- Severe abdominal pain
- Fever of 100 degrees or higher
- Eye drainage

Other conditions that are indicators of illness and are considered when determining illness are:

- Decreased activity – droopy, tired appearance
- Irritable behavior
- Sore throat / swollen glands
- Runny nose/cough

Attendance

When can a child return to school?

- After 24 hours of medication for the following conditions:
  - Strep throat
  - Conjunctivitis
  - Infected skin eruptions
  - Other conditions requiring antibiotics
- The student has been free of the following conditions for at least 24 hours:
  - Fever
  - Eye drainage
- The student has been free of the following conditions for at least 48 hours:
  - Diarrhea
  - Vomiting

Visitors/Volunteers

Raptor Check-In System

- We have a check-in (background check) system called Raptor.
- Visitors, vendors and volunteers are **required** to submit their driver's license or proof of identification to be scanned into this system before proceeding into the building.
- You must have an appointment or have signed up to volunteer in order to be approved to enter the building.
  - NEW - All volunteers must complete a background check in order to volunteer.

Virtual Weather Days

In the event DCSD determines that the district should follow the Delayed Opening protocol, our school will abide by its Virtual School Day Policy (from the STEM Handbook).

- When it snows, our school's operation and instructional expectations will be determined by one of these three scenarios:
  - Snow Day – Douglas County Schools (check www.dcsdk12.org) calls a snow day – **school is closed and STEM has a SNOW DAY**
  - Late Start Day – Douglas County Schools calls a Late Start day – **school is closed and implements a Virtual School Day.**
  - All Schools Open – Douglas County Schools declare Highlands Ranch area schools open – **our school is open and operating to our regular schedule.**

Technology Support

The Technology Support Team helps to support all of the technology needs of our students and staff, while also assisting our families with getting connected.

stemk12.org/about-us/technology-support

- ◦ Resources for New Families
- ◦ Laptop recommendations
- ◦ Quick Guide to systems
- ◦ Student Privacy Data

Technology Support

New to STEM

- Your student will have 2 emails. One that ends in @s.DCSDk12.org and the STEM email in the format of first.last@s.stemk12.org
  - You can access this email at mail.google.com
  - Default password: stem1234
- Canvas – stem.instructure.com
  - Go to the "Quick Guide to Systems" to find out how to access Canvas as a parent

Technology Support

New to STEM

- How can I get help?
  - email support@stemk12.org and someone from our IT team will respond as soon as possible

Technology Support

How to use Canvas

- ◦ Watch this helpful tutorial on how to Use Canvas from a Parent's Perspective: https://youtu.be/8b6Ys-piwrE

Infinite Campus (IC) is DCSD's Student Portal that houses all information about a student, including grades, schedules, report cards, credits, transcripts and historical information.

- ◦ The IC app can be downloaded from the Google Play or Apple App Store for your Smartphone.
  - ◦ After downloading the app to your phone, use the DCSD ID QKKYJL during set-up. Student username is Last Name, First Initial and Middle Initial. (Ex: SpartanSE) No spaces or punctuation is needed.
  - ◦ Your password will be Dcsd and your student number. (Ex: Dcsd123456) No spaces and the D must be capitalized.

Lunch Program

The food service program at STEM is provided by the Douglas County School District Nutrition Services. They are committed to providing the highest quality meals for your child.

- ◦ Breakfast is not served at STEM
- ◦ K-5 Lunch Menu
- ◦ 6-12 Lunch Menu

Lunch is free for the 2023-24 School Year

What makes a "Free Meal"

Students must select a meal that meets the requirement for a reimbursable meal.

They must have a 1/2 cup serving of either Fruit or Vegetables to meet that requirement*

*Incompleted Meals will be charged A La Carte Pricing and will require funds on your student's account.

Lunch Program

- ◦ The District is asking all families to complete the Free and Reduced Lunch Program application. You can find more information here: https://drive.google.com/file/d/1j4o-L-Sgz2YmANqZUkNrsiPfWy2yltjM/view
- ◦ While you're completing the application, please make sure to check the box that allows for the information to be shared with your student's school. Sharing this information with STEM allows for your student to be eligible for more benefits throughout the school year.

Do I need to fill out a Free and Reduced Application?

YES! While all Meals are now considered free, we still highly encourage you to fill out a Free and Reduced Application. Applications benefits include*:

- • More Funding for Your School
- • Free/Reduced School Fees
  - ◦ Athletics
  - ◦ Transportation
  - ◦ Field Trips
  - ◦ AP Fees
- • P-EBT
- • More Summer Feeding Locations

*if approved

Health Services

Immunizations

- We follows the same immunizations policies as DCSD. You must have your immunization forms on file prior to the start of school.

For the 2023-24 School Year

- There will be two ways to file a non-medical exemption.
  - File the certificate of non-medical exemption WITH a signature from an immunizing provider to our School Nurse, OR
  - File the certificate of non-medical exemption received upon the completion of our Online Immunization Education Module to our School Nurse.
- Parents of students in grades K-12 claiming a non-medical exemption must file one annually. Non-medical exemptions expire June 30 each year. If you submit a non-medical exemption on or before June 30, it will not be valid for the upcoming school year unless you signed the exemption during early registration.

Health Services

Over the Counter/Prescription Medication Policies

- ◦ We have different policies for each grade level regarding over the counter and prescription medications on campus. Please link below for the appropriate grade level of your student.

Prescription and Over the Counter Policies

- ◦ Elementary School Students
- ◦ Secondary Students

Vision and Hearing Screenings

- ◦ Vision and hearing screenings are held each year at STEM. You will be notified in the coming months when they will be scheduled for this year.

Important Documents/Forms

- ◦ Located under the Health Services tab of stemk12.org/parents/get-informed

B.A.S.E Program (Elementary)

- ◦ Spartan B.A.S.E. provides care after school and full days during in-service days and school breaks for STEM Elementary students.
- ◦ The B.A.S.E. program is licensed through the State of Colorado Office of Early Childhood Education and run by the Douglas County School District.
- ◦ B.A.S.E. is staffed with at least one qualified teacher for every 15 students on site.
- ◦ B.A.S.E. provides a safe, enriching, environment, that combines quiet time for homework with enrichment activities, as well as time for free and gross motor play.
- ◦ https://sites.google.com/a/dcsdk12.org/stem-base-website/

Before/After School Care (Secondary)

- Spartan Morning and Spartan Afternoon program are open to all Middle and High School students on a drop-in basis. There is no need to schedule days. Both programs take place in the Middle School Cafeteria, on the West side of the building.
- Our program is only offered on days when school is in session. We do not currently offer any care on school holidays.

SmartCare Childcare Platform

- If you do not have an account or are not sure you have an account, please email enrichment@stemk12.org with the subject "SmartCare." If you do have an account please login in here: https://smartcare.com/

Before/After School Care (Secondary)

Rates for the Spartan Programs

- ◦ Spartan Morning Program   7-7:30 a.m. $2
- ◦ Spartan Afternoon Program   3-6 p.m. $8
- ◦ Late Pick-up Fee   after 6 p.m. $1/min

Student/Parent Handbook

Click here to view

More information about:

- Daily Schedules
- Office Procedures and Support
- Academic, Curriculum and Accountability
- Student Support Services
- Student Support Team
- STEM Formula for Character
- Communication
- Grievance and Complaints
- Whistleblower Policy
- Disciplinary Philosophy & Procedures

Questions?